

MODEL HOME SALES COMPLEX

APPLICATION REVIEW PROCESS

City of Maricopa Development Services Department

**45145 W Madison Ave
Maricopa, AZ 85239**

Phone: 520-568-9098

www.maricopa-az.gov

APPLICATION PROCEDURES

ADMINISTRATIVE REVIEW FOR A MODEL HOME SALES COMPLEX

The following information is provided to assist applicants in the preparation and submittal of an application for a Model Homes Sales Complex for property within the City of Maricopa. Model home complexes are permitted for the initial sale of homes within a subdivision or residential condominium development.

1. Model Home Complex Permits –

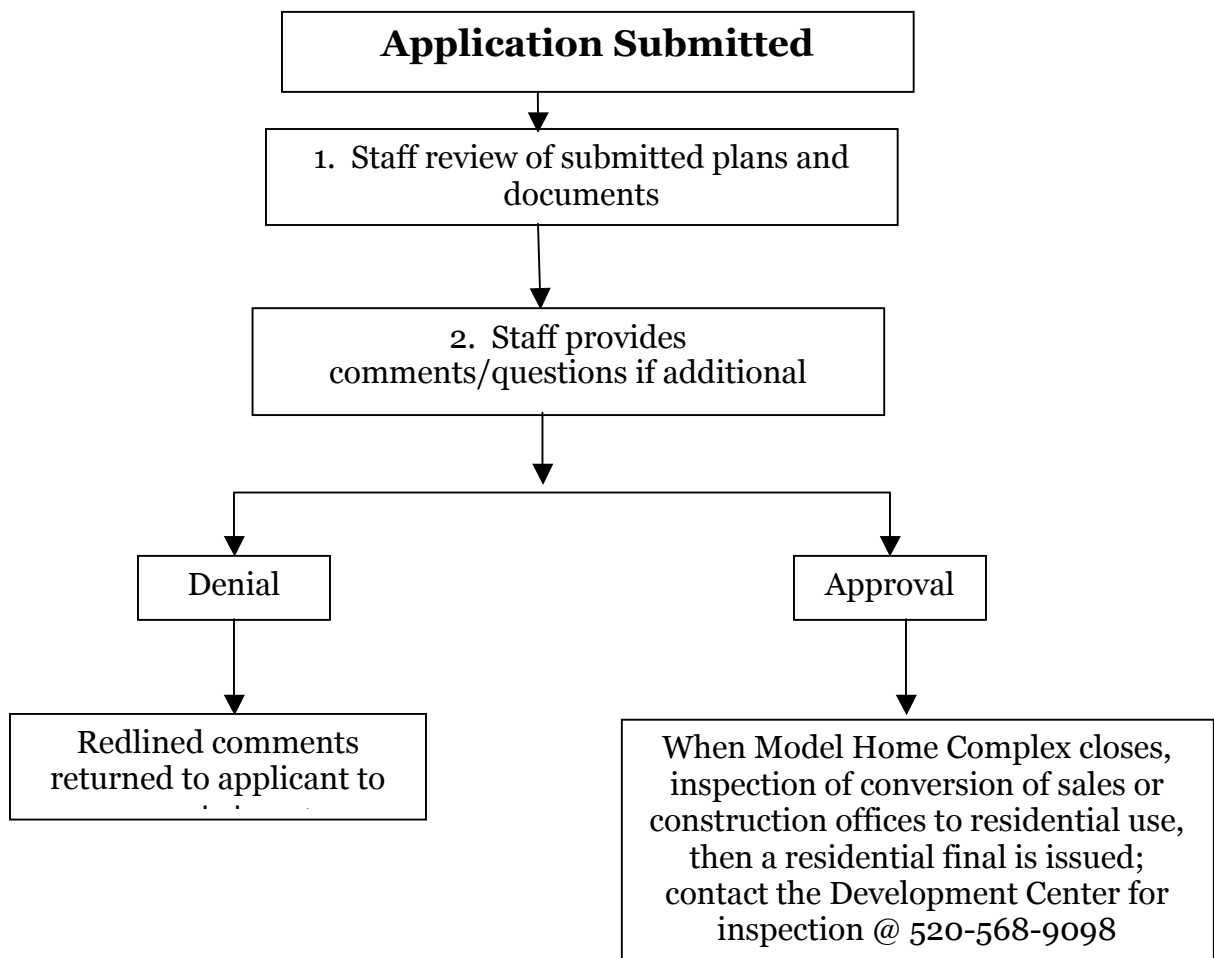
- A Model Home Complex Temporary Use Permit application must be submitted and approved by the Planning Department.
- The Homebuilder may pull Residential building permits on each model home prior to submitting the Model Home Complex Temporary Use Permit (TUP) application. (Impact fees apply)
- Building permits for the sales/construction office in a model home or sales trailer within the model home complex can be processed concurrent with the Model Home Complex Temporary Use Permit application, but not issued until TUP approval.
- For sales and construction offices inside the garage, an application and 2 sets of construction drawings each must be submitted and reviewed prior to permitting.
- A SECOND Building Permit is issued for the models that do not have offices in them to allow for occupancy as a model. (Model Occupancy Permit)
- For models without offices a permit application is submitted and described as Model Occupancy Permit on the application. (No review required and \$45.00 fee assessed)
- ***Note: Model Occupancy Building permits are not issued prior to approval of the Temporary Use Permit.***
- The normal Residential house permit is inspected up to final, but not finalled until converted from sales to residential use. (It stays open until sales are complete and Model Home Complex is no longer used.)
- Flagpoles, landscape lighting, water fountains, ADA requirements etc. shall be shown on the Model Home Complex site plan.
- See attached sheets for TUP application and requirements.

2. TUP Application – The applicant must provide all of the required information described on the submittal checklist and pay a \$200 fee at the time of formal submittal. Incomplete applications will not be accepted.

3. Staff Review of TUP – The Planning Department Staff will manage the application. City Staff from Building, Fire, and Police will review and provide comments on the application. Any department with concerns will contact the applicant and address questions and/or issues.

- 4. Temporary Use Permit** – The Planning Staff will approve, approve with modifications and/or conditions, or deny the request. The Notice of Decision will include the length of time the trailers and model home complex are allowed to be used.
- 5. Timing** – A model home complex application will be reviewed within approximately four weeks.

Model Home Sales Complex Process



MODEL HOME SALES COMPLEX TUP CONTENT AND SUBMISSION REQUIREMENTS

1. Project Narrative:

- 🍏 Describe number of lots included in the model home complex for model homes, parking, sales and/or construction trailer.
- 🍏 Describe number of lots within subdivision for which the model homes are modeled for.
- 🍏 Describe intended use of each lot if used for a sales office, construction office/lot, sales parking lot or design center.
- 🍏 Note a 2 year maximum duration time for all Temporary Use Permits for sales trailer/model home complex sales offices; must submit new Temporary Use Permit Application at the time of expiration.
- 🍏 Note hours of operation.
- 🍏 Describe dust-proofing methods for parking spaces.
- 🍏 Describe how the sales trailer/model home complex conforms to all ADA requirements.

2. Model Home Complex Site Plan:

- 🍏 Vicinity Map.
- 🍏 Subdivision project name on final plat.
- 🍏 Street names.
- 🍏 Provide property dimensions, adjacent streets, property lines, driveways, model homes, parking lots, temporary sales trailers, etc.
- 🍏 Provide dimensions of sales trailer or model home complex (lot and house dimensions).
- 🍏 Location of model home lots, parking areas and sidewalks noting compliance with ADA.
- 🍏 Location of sales or construction trailer, if applicable.
- 🍏 Location of paved street, pedestrian ways, and ADA access routes including slopes from parking areas to the sales office.
- 🍏 Location of walls, lighting, flag poles, fencing etc.
- 🍏 **Signage shall be a separate submittal to be reviewed, approved and permitted by City staff.**





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P.O. Box 610
Maricopa, AZ 85239
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Fx: 520.568.9120
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STANDARD NOTES FOR MODEL HOME COMPLEX

1. No buildings/trailers shall be erected, placed, stored or situated on any lot prior to obtaining a building permit from the City of Maricopa.
2. **The model/trailer complex shall be limited for the use and sales within the subdivision only.**
3. The model/trailer complex shall be built as shown on the documentation submitted to the City with the TUP application. **(The TUP approval letter must be posted at all times in the sales office)**
4. The parking lot shall be an approved ABC surface (min. 2 to 4 inches thick) with a **minimum of seven (7) parking spaces and one (1) space shall be paved to provide handicap accessible parking.**
5. “Signage for the model home/trailer complex shall be limited to no more than one hundred (100) square feet of total sign area with no one (1) sign being more than forty-eight (48) square feet; total of no more than six (6) signs; the height of the signs shall be limited to twelve (12) feet. [City of Maricopa’s Article 22 Sign Provisions 2005].” The height of the flag pole for either the State of AZ flag and/or the U.S. flag is limited to eighty (80) feet and if illuminated shall be done so as to be compliant with the State of Arizona dark sky ordinance. The flag pole(s) must be removed when 95% of the lots in the subdivision are sold and / or at the time the on-site model home / sales office use is removed [City of Maricopa’s Article 22 Sign Provisions 2005].
6. The temporary model/trailer complex shall be removed from the property by **the specified date on the TUP** or when the last lot in **the subdivision** is sold; whichever occurs first. The trailer(s)/offices shall be removed from the property; office areas shall be reconverted to garages with appropriate garage doors (non livable space), and all trap fencing, A/C units, walkway pavers, flagpoles, parking areas, and signage removed at the expiration of this Temporary Use Permit.
7. Fire Apparatus Roads shall be designed to remain opened at all times and maintained to support the imposed loads of fire apparatus and shall be provided a surface so as to provide all weather driving capabilities. The minimum design standard for Fire Apparatus Access requires not less than (4) inches of compacted ABC or milling asphalt with 95% compact and shall have a minimum of 2% crown. The minimum design standard for Fire Apparatus Access Roads shall additionally require that the road be constructed to a (20) foot width with a vehicle height of not less than thirteen (13) feet six (6) inches. The Fire Apparatus Access Road shall be constructed in a manner satisfactory to the Fire Chief.

8. The Subdivision Parcel/Phase must meet the guidelines for release of residential permits for foundation and vertical construction as well as an approved potable water source and have Fire Department and Public Works acceptance prior to occupying the complex. (See separate handout)

